

FOOD SERVICE COORDINATOR

FLSA Code: N

Job Code: 7010

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult skilled work preparing and serving meals and maintaining the kitchen in the Aurora House; does related work as required. Work is performed under the general supervision of the Aurora House Manager.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to hazards. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinating kitchen operations; planning meals; preparing and serving meals; cleaning utensils and kitchen; ordering food.

Prepares menu for all meals; plans meals;

Orders, purchases, receives, stores and inventories food, supplies and equipment;

Checks food and supplies upon arrival;

Prepares and cooks meats, vegetables and other foods in accordance with menu; and State nutritional requirements;

Prepares meals for residents with restricted diets;

Conducts cooking classes for residents;

Operates standard cooking equipment such as ranges, mixers, food choppers, deep fryers and refrigerators;

Caters special events for various city agencies;

Maintains records; files required USDA and JJD reports;

Ensures food supplies and all equipment meet State Health Department regulations and standards;

Monitors budget regarding expenditures;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from high school and considerable experience with cooking foods in institutional quantities; possession of food service manager certificate issued by the Commonwealth of Virginia; thorough knowledge of materials and methods used in preparing meats, breads and other foods on a large scale and of the use and care of utensils and equipment, food values and nutrition; demonstrated ability to establish and maintain effective working relationships with associates and residents. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all-inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.